



☐ REFERRED FOR ACTION  
☐ ANSWER FOR MY SIGNATURE  
☐ FOR FILE  
☐ FOR YOUR INFORMATION  
☐ FOR SIGNATURE  
☐ RETURN TO ME  
☐ PLEASE SEE ME  
☐ PLEASE TELEPHONE ME  
☐ FOR APPROVAL  
☐ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE